Personnel

Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves for Employees Not Covered by a Collective Bargaining Agreement

Sick Days

Prior to the 2025-2026 school year, full-time educational support personnel receive 14 paid sick leave days per year. Beginning with the 2025-2026 school year, full-time educational support personnel receive 12 paid sick leave days per year. The allocation of sick leave days are prorated for employees hired after the start of the fiscal or school year. Eligible part-time educational support personnel receive paid sick leave days on a prorated basis. Unused sick leave shall accumulate to a maximum of 360 days, including the leave of the current year.

Sick leave includes personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household. Sick leave also includes birth, adoption, placement for adoption and the acceptance of a child in need of foster care. The Superintendent and/or a designee shall monitor the use of employee's sick leave.

After 3 consecutive days of absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual adviser's certificate of treatment as a basis of pay.

Death in the Immediate Family

There shall be a maximum of 5 days leave for death in the immediate family of an employee. The immediate family of an employee is hereby defined as husband, wife, parents, parent of persons in loco parentis, brothers, sisters, children, grandchildren, grandparents, mother-in-law, father-in-law, sisters-in-law, and brothers-in-law.

Vacation

All full-time employees in l2-month positions will receive 10 days of paid vacation after completing 1 year of continued service.

All full-time employees in 12-month positions will receive 15 days of paid vacation after completing 5 years, but less than 20 years of continued service.

All full-time, employees in 12-month positions will receive 20 days of paid vacation after completing 20 years, but less than 25 years of continued service.

All full time employees in 12month positions will receive 25 days of paid vacation after completing 25 or more years of continued service.

Holidays

Unless a legal holiday has been waived by the District, all full-time 12-month employees will be paid for but will not be required to work on:

New Year's Day
Martin Luther King's Jr.'s Birthday
Abraham Lincoln's Birthday or
President's Day
Good Friday
Casimir Pulaski's Birthday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
Spring Vacation Day

Unless a legal holiday has been waived by the District, full-time 11-month employees will be paid for but will not be required to work on the above-referenced holidays that fall during their regular work year.

Payment is not required if the District is closed for the week in which the legal holiday falls (e.g., Winter Break or Spring Break) and the employee would not normally be scheduled to work during that week.

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Prior to the 2025-2026 school year, full-time educational support personnel have 3 paid personal leave days per year. Beginning with the 2025-2026 school year, full-time educational support personnel have 5 paid personal days per year. The allocation of sick leave days are prorated for employees hired after the start of the fiscal or school year. Part-time educational support personnel receive paid personal leave days on a prorated basis. Unused personal leave days shall accumulate as sick leave days subject to the maximum accumulation. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability,
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Bereavement Leave

Educational support personnel may receive the same bereavement leave that is provided to teachers.

School Visitation Leave

An eligible employee is entitled to a school visitation leave on the same terms and conditions granted

LEGALREF.: 105 ILCS 5/24-2, and 5/24-6. 820 ILCS 147 and 180/1.

CROSS REF.: 5:180, 5:185, 5:250

Adopted: November 1996

November 2008

April 2010

November 2013

February 2025

August 2026